



HOW TO... Fax from your PC

Far from being dead, faxes are still used in business dealings, but you don't need a fax machine to send or receive one. Sue Houghton shows you how Windows XP can help to put the fax at your fingertips

Even though email lets us communicate instantly with anyone around the world, it seems the business world isn't quite ready to give up on the humble fax machine. Even if it doesn't seem particularly useful to you, sooner or later you'll find that someone wants you to send or receive a fax.

This isn't a great justification for shelling out lots of cash, but if you're running Windows XP you're in luck because it comes with its own fax software, the XP Fax Console. Although this isn't installed by default, it isn't hard to get it up and running. If you have a dial-up modem with fax capability and a telephone line, just follow our step-by-step guide and you'll soon be able to use your PC to send and receive faxes.

1 First you need to install the Windows XP Fax Console. Click Start, Settings and then Control Panel. Double-click the Add or Remove Programs icon. In the window that appears, click the Add/Remove Windows Components icon at the centre-left and the Windows Component Wizard box will appear. In the box, tick the Fax Services option and then click Next. A dialog box may appear that asks you to put your Windows XP CD into your CD-ROM drive. If so, do this and click the OK button. In the next dialog box, click OK again and then click Finish. If a 'Welcome to Microsoft Windows XP' window appears, click Exit to get rid of it.

2 Next, you need to configure your Fax Console so that it's set up with the necessary information for you to send and receive faxes. Click Start, Programs, Accessories, Communications, Fax and Fax Console. A Phone and Modems dialog box will appear. Click OK and then Next when the Welcome to the Fax Configuration Wizard box appears. This will bring up the Sender Information box, which is where you type in what you'd like to appear on your fax cover sheet. The minimum amount of detail you can get away with is your name and fax number, which will be the same as your phone number. Type all this and then click Next.

3 Select your modem from the drop-down menu. Click to tick the Enable Send and Enable Receive boxes. You can also choose whether to receive faxes automatically or manually. If you choose the Automatically Answer option, you can also pick how many times it rings before the Fax Console picks up the fax. When you have finished ticking the appropriate options, click the Next button.

4 In the Transmitting Subscriber Identification (TSID) box, type in the data that identifies you when you send a fax, such as your name and fax number. Then click Next. The Caller Subscriber Identification (CSID) box will provide the details that identify you to anyone who



sends you a fax, so type your name and fax number then click Next.

5 In the next box, you decide what happens to any faxes you receive. If you want faxes printed automatically, tick the 'Print it on!' option then select your printer from the drop-down menu. To store a copy of your faxes on your hard disk, tick 'Store a copy in a folder'. Use the browse button to navigate to where you want it saved. To have faxes placed in the Fax Console's inbox, leave both options blank. Then click Next and Finish.

6 Your PC is ready to send and receive faxes. You can create them directly in the Fax Console software, but it's often easier to create documents on your word processor, image editor or whichever program suits the occasion. Select Print from within the program and choose Fax from the drop-down list of printers. The Send Fax Wizard will appear. Click Next, then type the recipient's name into the To: box and their fax number in the box below. Click Next again and tick the box to add a cover page if you wish. Click Next twice more, then Finish to send your fax. ☑

